

# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** EXECUTIVE ADMINISTRATOR

**Date:** 04/16/99

**Position Level:** 10

**FLSA Status:** Nonexempt

**Class Code:** 10-2

### GENERAL DESCRIPTION

The primary function of this position involves highly responsible advanced secretarial and administrative work.

### KEY RESPONSIBILITIES

1. \*Compose correspondence for review and signature.
2. \*Maintain the supervisor's calendar, schedule appointments and make travel arrangements.
3. Prepare travel vouchers, time sheets, leave requests for Supervisor.
4. \*Assists in preparation and monitoring of the annual department budget, track expenditures and prepare reports as necessary.
5. Answers phone inquiries and screen calls for Supervisor.
6. Research and prepare special projects as deemed necessary.
7. Take and transcribe dictation and independently prepares routine letters.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> EXECUTIVE ADMINISTRATOR	<b>Class Code:</b> 10-2	<b>Position Level:</b> 10
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Vocational or Technical School required.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.

<b>Position Title:</b> EXECUTIVE ADMINISTRATOR	<b>Class Code:</b> 1074	<b>Position Level:</b> 10
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APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

**ADDENDUM**

EXECUTIVE ADMINISTRATOR - COUNTY ADMINISTRATOR

KEY RESPONSIBILITIES
1. *Organize and type the monthly agenda and distribute same.
2. *Attend all Commission meetings and record all action directions.



APPROVALS
<i>Department Head:</i>
Name: _____ Signature: _____ Date: _____
<i>Division Director:</i>
Name: _____ Signature: _____ Date: _____
<i>County Administrator:</i>
Name: _____ Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_